



Defense Travel System



Overview Approving Official Policy & Responsibilities Defense Travel System Training



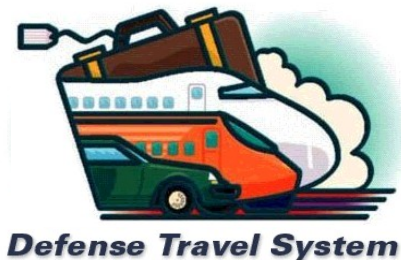
Approving Official



The AO/CO in DTS is the individual in the traveler's supervisory chain who

- **Controls the mission**
- ▢ **Directs/authorizes travel (Authorization)**
- ▢ **Certifies travel claims (Voucher)**
- ▢ **Determines funds availability/obligates travel funds**
- ▢ **Approves trip arrangements/travel expenses**
- ▢ **Documents all exceptions to normal travel policy**
- ▢ **Applies the "APPROVED" stamp in DTS**





Approving Official Requirements



- ✓ **Must be appointed in writing as an Accountable Official on DD Form 577 and a Letter of Designation**
http://www.dod.mil/comptroller/fmr/05/05_33
- ✓ **Must complete Certifying Officer Legislation (COL) training**
<https://www.saffm.hq.af.mil/coaotut/>
- ✓ **Both DD 577 and COL certificate must be kept on file per DoDFMR Vol 5, para 1102 the **LDTA (FDTA)****





Pecuniary Liability



Why are AOs pecuniary liable for payments they certify?

Public law 104-106 section 913 states that for the Department of Defense, individuals that certify payments must not be in the same organization as the disbursing official

Additional information can be found in the DoD FMR, Volume 9, Chapter 33

http://www.dod.mil/comptroller/fmr/09/09_03



Pecuniary Liability

➔ **An AO/CO has unlimited pecuniary liability for all payments that they certify**

□ **If you certify an authorization or voucher that is not legal, proper, or correct, purposely or not, you may be required personally to pay all or part of the disputed expenses**

□ **AO has broad authority to approve expenses but, PROTECT your liability...**

□ **Document..., Document..., Document...!!!! Anything that is 'other' than the IAW JFTR/JTR and Service/Agency policy**
DODFMR, Volume 9, Chapter 2, Para.020401C and 020401D for more detailed information



Self-Authorizing Official



- ❑ **NO BLANKET TRAVEL ORDERS IN DTS**
- ❑ **Designated in writing as 'Self-Authorizing Official'**
- ❑ **May approve their own travel authorizations**
- ❑ **CANNOT approve their own travel v or local voucher**





Defense Travel System



Other Routing Officials



Other Routing Officials



AOs rely on others to assist in the process. These functions can include:

→ Reviewing the document for accuracy or local policy

→ May be in routing list to apply a line of accounting or manually reviewed for funding availability

→ Will apply the 'Reviewed' stamp on document

→ Must be appointed in writing on DD 577





Other Routing Officials



The types of accountable officials can be



→ Finance Defense Travel Administrator (FDA)

- ▢ Responsible for **establishing the site LOAs and budgetary coding.** (all financial and budgetary actions at site)
- ▢ Can review and assign LOA to authorization

→ Reviewing Officials (RO)

- ▢ Review for accuracy and policy compliance

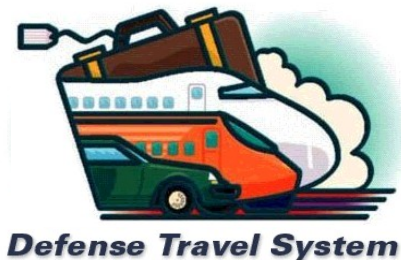




Defense Travel System



AO Responsibilities



AO Responsibilities



Utilizing DTS, the AO will:

- ▮ Review and approve travel arrangements**
- ▮ Ensure the arrangements and should-cost estimates are reasonable and consistent**

See the DODFMR, Volume 9, Chapter 2, Para.010401D for more detailed information on AO and CO responsibilities

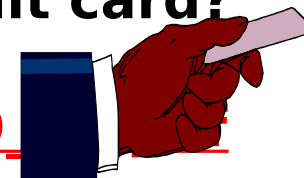


Credit Card Usage



- Does the traveler have a government credit card?
(DoDFMR Vol 9 Chapter 3, 0303)

<http://www.dod.mil/comptroller/fmr/09/09>



- Is **airfare** charged to personal government travel credit card (IBA), ensure GOVCC-I is selected
- Is **airfare** charged to centrally billed account (CBA), ensure GOVCC-C is selected

| | | |
|-------------|--------------------------|---|
| Air Travel: | Carrier: | Northwest Airlines (NW) |
| | Flight: | 452 |
| | Depart: | MEM-Memphis, Tn (Usa) 14-Mar-05 1440 |
| | Arrive: | LIT-Little Rock, Ar (Usa) 14-Mar-05 1528 |
| | Method of Reimbursement: | GOVCC or Central Billed |
| | Ticket: | 0121124786141 |



Reviewing Official Travel Commercial Air



- ✓ **Mandatory Policy-Travelers Use Available CTO**
- ✓ **Contract "City Pairs capacity limits" should be the first choice and "City Pairs" should be the second choice**
- ✓ **Can authorize other than "City Pairs"**
- ✓ **American Flag Carriers are mandatory within CONUS and should be used for OCONUS travel if available**
- ✓ **Coach Class should always be used**

➔ Authorizing Business-class. Only officials listed in JTR, par. C2204-B2b, and JFTR, par. U3125-B2b may

Document other than City Pairs, American Flag, or Coach Class
authorize/approve business-class accommodations use (two-star level or civilian equivalent.



Travel Expenses

Rental Car/Government



- ✓ Cannot direct a traveler to use a rental vehicle
- ✓ All costs associated with rental or government vehicle should be reimbursed to the traveler
- ✓ Extra insurance not authorized in CONUS

(May be authorized in foreign areas)
Must document in DTS if authorizing other than compact car

- ✓ Can authorize size/quantity necessary to meet



Private Auto “to” the TDY Site

- ✓ Cannot direct a traveler to use POV
- ✓ Mileage reimbursement authorized
- ✓ If POV is not authorized reimbursement will be limited to cost of authorized travel mode

Must use Defense Table of Official Distances

(DTOD) to get official mileage

<https://dtod.sddc.army.mil/>



Travel Expenses

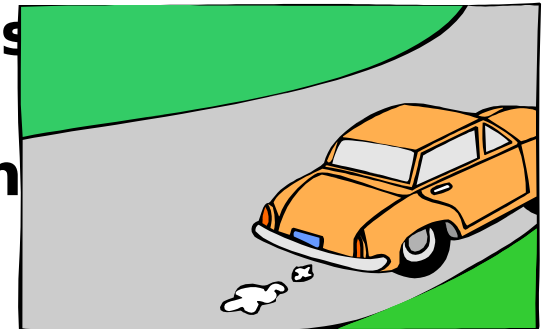
Private Vehicle (POV)



- ✓ **Mileage reimbursement limited to official purposes only**

- ✓ **Travelers must identify in and around miles driven (log) (AO should set a reasonable limit)**

- ✓ **Other reimbursable POV expenses**
Parking fees, tolls, ferry, bridge or tunnel to, from, and around TDY site





Travel Expenses

Public Transportation



The traveler is entitled to reimbursement for necessary public transportation costs



Taxi at the TDY Site



Pre-approval is needed for Taxi at TDY/TAD site



Lodging



- ✓ **AO can direct government quarters only if:**
 - Traveler is a uniformed member,
 - Traveler is TDY to installation, and
 - Government quarters exist on base
- ✓ **Cannot direct a DoD Civilian to stay in Government Quarters****
- ✓ **For certain situations an AO can authorize up to 300% of the published per diem rate with**
Document in DTS if authorizing over the max per diem rate



Meals & Incidental Expenses

Computation



- ✓ **First/last day - 75% of the M&IE rate**

Note: No reductions can be made on first &

last day



- ✓ **Full M&IE rate: Prescribed for other days**

unless AO prescribes government meal rate

(GMR) or proportional meal rate (PMR)

- ✓ **Cannot decrease a meal rate after the**



Government Meal Rate



- ✓ **Government Mess Rate:**
 - **Must be TDY to installation to prescribe the government mess rate**
- ✓ **All 3 meals available on a given day**
- ✓ **Must prescribe Government mess rate prior to trip**
- ✓ **Cannot decrease a meal rate after the fact**
except for meal included in a



Proportional Meal Rate



✓ **Must prescribe PMR mess rate prior to trip**

✓ **Applies when one or two government meals are available, or**



✓ **Applies when one or two meals are purchased by government at no cost to traveler**



✓ **Cannot decrease a meal rate after the fact**

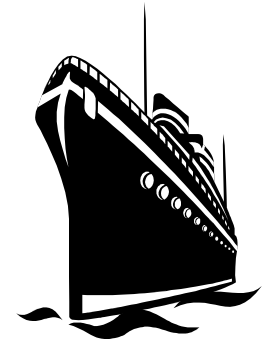


Incidental Expenses

Only
All meals provided at no cost to the traveler



- ✓ If all three meals are purchased by the government through some means - such as registration fee, only the incidental portion of M&IE is payable
- ✓ May apply to certain courses such as PLDC, ANOC, BNOC
- ✓ **Note:** Meals served on common carriers are





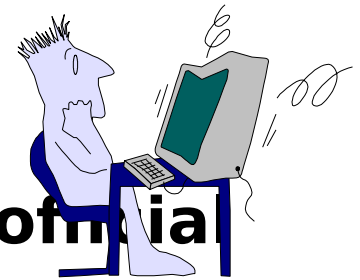
Miscellaneous Reimbursable Expenses



- ✓ **Transportation plus tips for taxi, limousine and courtesy transportation to/from terminals/hotels****

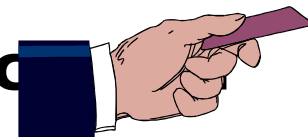


- ✓ **Computer connections to perform official government business**



- ✓ **Non-refundable room deposits when TDY is cancelled**

- ✓ **Parking fees at terminals - NTE of round trip taxi fare plus tips**





Reimbursable Expenses



Only applies to:

Lodging Taxes for travel in all 50 United States, District of Columbia, territories and possessions, Commonwealths of Puerto Rico and Northern Mariana Islands

For all other areas not listed above:

The lodging amount allowed includes an amount for lodging taxes. Lodging taxes therefore, are not separately reimbursable for these areas





Laundry Expenses - Military

Payable When?



✓ **TDY travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS**

✓ **Amount allowed:**

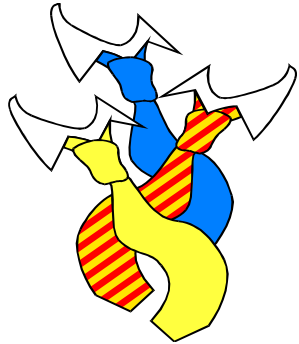
Up to an average of \$2 per day (Example: 6 nights, no laundry; 7 nights, NTE \$14; 8 nights, NTE \$16)

✓ **Not a separate reimbursable expense for OCONUS travel**

✓ **Laundry expenses are for costs incurred**



Laundry Expenses - Pay Civilians?



- ✓ **TDY travel is within CONUS and requires at least 4 consecutive nights TDY lodging in CONUS**
- ✓ **Amount allowed - actual laundry expenses**
- ✓ **Not a separate reimbursable expense for OCONUS travel**
- ✓ **Laundry expenses are for costs incurred during TDY (not after arriving or returning to the PDS)**



Baggage Tips Payable When?



✓ **Military and Civilians**: Tips for handling Government property at terminals and hotels are authorized

✓ **Military only**: Customary tips for handling any baggage at transportation terminals





Official Phone Calls Reimbursable Calls



- ✓ **Local calls-official business**
- ✓ **Long distance calls-official business**
- ✓ **Phone calls to Home or Family During TDY**
 - Advise of safe arrival
 - To inform or inquire about medical conditions
 - To advise regarding changes in itinerary
 - The AO should limit these calls to a dollar amount in advance of TDY so traveler is aware of the limit



The AO has a broad authority to approve expenses



Defense Travel System



Special Circumstances



1 Day TDY

Outside limits of PDS



- ✓ **Approve standard business transportation**
- ✓ **Authorize M&IE rate of 75% for TDY location (highest rate if more than one location)**
- ✓ **Military/Civilians will be not reimbursed for meals unless TDY exceeds 12 hours ****

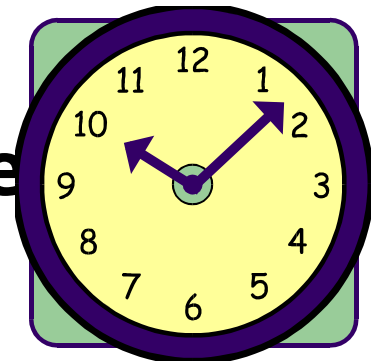


Rest Stops



- ✓ **Rest stops can be authorized if:**
 - ➔ **Travel during normal sleeping hours**
 - **Flight time/stopovers exceed 14 hours**
 - **Premium class has not been authorized**

- ✓ **Rest stop shall not exceed 24 hours**





Trips Home



- ✓ If authorized, may be permitted for TDY in excess of three weeks
 - ➔ Roundtrip transportation
 - En route per diem

- ✓ If not authorized, reimbursement is limited to per diem at TDY location



Defense Travel System



After the Trip



After the TDY Travel



AO's main responsibility is to ensure travel claim payments are:

- ✓ Legal
- ✓ For Official Business
- ✓ Properly Authorized
- ✓ Accurately Prepared
- ✓ Supporting Documentation Retained for Review





Receipts



JTR, Volume 2, Chapter 1, Part E, C1310 Receipt Requirement

- ✓ Travelers must obtain a final itemized paid receipt for **Airfare, Lodging, and Rental Car** regardless of the cost
- ✓ Lodging expenses regardless of amount
 - ➔ Should identify name of hotel, dates of lodging, daily rate, number in room, single room cost and amount paid
- ✓ Signed statement in lieu of receipt is authorized if impractical to obtain or have been inadvertently lost or destroyed. **(See section B)**



Receipts



Other Expenses

- ✓ Receipts are required for all expenses of \$75 or more (per local policies - more receipts could be required)
- ✓ Receipts should be itemized to include:
 - Name of company providing service
 - Type of expenses incurred
 - Amount paid
- ✓ Traveler must attach all receipts to voucher by either faxing or scanning into DTS





Receipts



JTR, Volume 2, Chapter 1, Part E, C1310 Review and Administrative Approval

The approving official must determine whether or not the expenses claimed are reasonable

If expenses are:

- ✓ **Inflated or**
- ✓ **higher than normal for similar services in the locality**

they will be disallowed



Common Reimbursement Errors



Common problems identified by the Post Payment Audit Team

- ✓ **Airfare reimbursement selection GOVCC-I, when CTO will charge CBA. GOVCC is paid, not CBA.**
- ✓ **Duplicate payment of entitlement. Airfare and rental car expenses are automatically figured into the system if the reservation module is used. Traveler will then claim the reimbursement in non mileage expenses, resulting in duplicate payment.**
- ✓ **Travelers are claiming the amount of a cash advance as ATM fees.**
- ✓ **Traveler uses DTS automated per diem lodging calculation in lieu actual expenses.**
- ✓ **Receipts not attached to voucher via faxing or scanning.**



Defense Travel System



AO Scenarios



Scenario 1



If a traveler parks in the airport parking lot for a total of \$200 and they are authorized the taxi fare of \$30 each way, which should the AO approve?

The AO should approve the cost of the taxi fare since they were authorized the taxi fare and because the cost is less than parking.



Can the AO approve the \$200 for parking?

No, the parking reimbursement cannot exceed the cost of the roundtrip taxi fare plus tips.



Scenario 2



If a Uniformed Member is going TDY/TAD to an installation but has requested commercial lodging instead of government quarters, what should the AO look for before approving the authorization?

The AO should look to see if the traveler has made comments that government quarters were not available and to see if they have entered a Non-Availability number in the document.



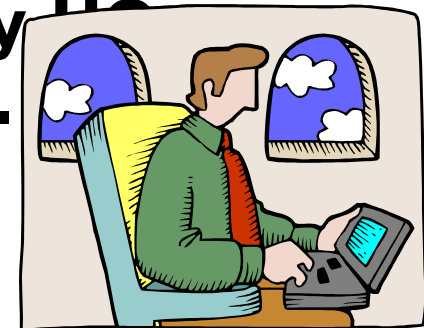


Scenario 3



A traveler has selected a First Class seat because it was the only seat available and they needed to be at a location in the morning to meet the mission, can the AO approve this?

No, the AO cannot approve First Class seating, only the Service/Agency can approve these accommodations.





Scenario 4



If a traveler is going TDY to an OCONUS site during normal sleeping hours, the trip duration is 16 hours, and the traveler has been authorized a rest stop en route, can the AO approve premium class seating?



No, since the traveler has been authorized a rest stop this disqualifies them from receiving premium class seating.



Scenario 5



After a traveler has been authorized commercial lodging and the full meal rate, the traveler returns and tells the AO that they ate all their meals in the government mess. Can the AO reduce the rate from full to the government mess rate when the traveler completes their Voucher?



No, an AO cannot reduce a meal rate after the fact except if it is included in a conference or registration fee.





Scenario 6



If a Uniformed Member is going TDY/TAD to an OCONUS site for 8 days, how much can you approve for laundry/dry cleaning?

\$ 0

Uniformed Member and DoD Civilian employees cannot be reimbursed for laundry/ dry cleaning at OCONUS sites. This is included in their incidental expenses (IE).



Scenario 7**



If a traveler is authorized to use their POV TDY and the TDY site is 700 miles away, how many days will the AO approve for the trip each way?

2 Days

What if the traveler completed the 700 miles in one day, how many days should the AO approve?

1 Day



Scenario 8



If the AO inadvertently approves a rental car on the Authorization, can the AO deny reimbursement on the Voucher?



No, the AO must reimburse the traveler for the rental car if they authorized it for the trip.



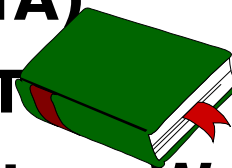
Additional Information



To assist them in their duties, AOs can obtain additional information from:



- **Organizational Defense Travel Administrator (ODTA)**
- **Appendix O, JFTR/JT**
- **Defense Travel System Web Sites:**

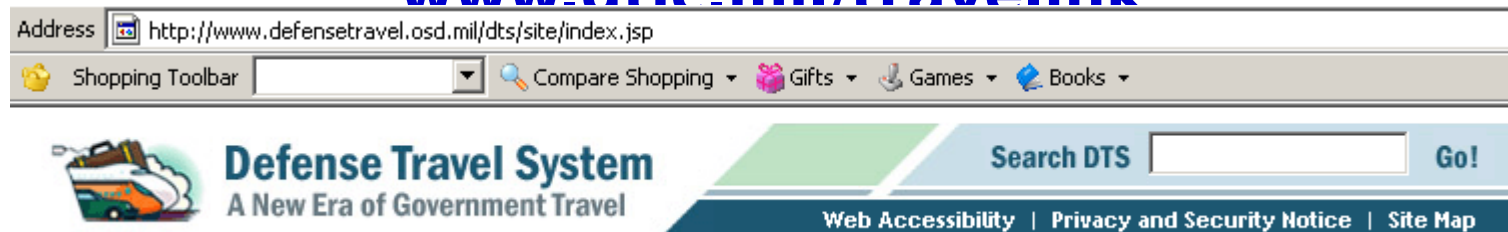


www.defensetravel.osd.mil

DTS Travel Center at:

<http://63.146.182.178>

www.dtic.mil/travelink





Defense Travel System

Summary



- ✓ **Broad approval authority**
- ✓ **Be familiar with rules and regulations**
- ✓ **Know where to go for assistance**

TRUST YOUR TRAVELERS



Defense Travel System



Questions





Defense Travel System



Computer Training Begins....